

CIA ARCHIVES & RECORDS CENTER

19 October 1965

MEMORANDUM FOR THE RECORD:

SUBJECT : IBM Cards for NIS Gazetteer

1. An agreement was reached this date, between OCR/MD and the Archives and Records Center, on a new procedure for transferring NIS Gazetteer IBM cards (Item #498a, Records Control Schedule No. 24-59) to the Center.

2. This new procedure is as follows:

a. An accessioning job number will not be used to transfer these cards to Center.

b. The cards will be forwarded to the Center as soon as the Gazetteer is published. A label showing box number, number of boxes, gazetteer title, and publication date will be placed on each box by OCR/MD.

c. The IBM cards for each gazetteer will be located and controlled in the Records Center on the Form #325 (Publication Supply Record) now used to locate and control the paper copies and the reproduction master for each gazetteer.

d. The gazetteer cards will be received, processed, located, and counted as Supplemental Distribution Items.

e. To recall the IBM cards for a particular gazetteer, OCR/MD will complete Form #490 (Records Center Request), specifying by title the gazetteer needed.

f. When a maintenance is received at the Archives and Records Center for a particular area, the paper copies, negatives, and IBM cards for existing gazetteers on the area will be destroyed.

3. The procedure will greatly simplify the handling of the gazetteer cards by both OCR/MD and A&RC. It will also eliminate the need to prepare and process form numbers 140, 140A, 1192, 1183, and 141 for gazetteer cards.



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